



Week 4: Running Your Club

If you haven't had experience as a club secretary or treasurer, put yourself in their shoes this week and understand their roles within your club.



READ: Chapter 4 - Running Your Club

LEARNING CENTRE MODULES:



- These Modules in the [Club Secretary Basics](#) Learning Plan:
 - [Get Ready: Club Secretary](#) (15 min)
 - [Club Administration Club Secretary](#) (30 min)
 - [Managing Club Finances](#) (15 min) [Or take the full Treasurer course]
- [Protecting Youth Participants](#) (30 min)

ACTION



- Have you presided over a meeting? How are agendas set?
- Does your club hold Assemblies? See page 22 of Lead your Club
- Review your club committee structure
- Is there a succession plan in place for committee chairs and members?
- Have your Club officers been reported to the District and Rotary International
- Talk to current club president, secretary, treasurer to determine finances are in order and a budget for your year in place
- Search out appropriate training like RLI